



12 & 15 Passenger Van Action Plan

Organization Name: _____ Plan Date: _____

Executive Director Signature: _____

- We currently have no 12- or 15-passenger vans used to transport people (some may have been converted to cargo vans)
- We agree that neither we nor our volunteers will rent, lease, borrow, or use any 12- or 15-passenger van to transport people and that we will not accept them as gifts. We agree to announce this position to all staff, volunteers and donors annually.

- OR -

ACTION	GOAL DATE	COMPLETION
No purchase, rental, lease, loan or use of additional 12/15 passenger vans		
Implement vehicle safety measures provided by Redwoods <ul style="list-style-type: none"> • Remove any roof racks / remove tow balls • Remove the backseat from all 12/15 passenger vans 		
Implement driving safety policies provided by Redwoods <ul style="list-style-type: none"> • Do not drive on limited access roadways • Do not exceed 45-mph maximum driving speed • Do not carry more than 10 passengers • Do not carry luggage on the roof or in a towed trailer • Keep heavy storage low, secure and ahead of the rear axle • Check tire pressures daily to conform to manufacturer guidelines • Inspect van before and after every trip (<i>inspection form attached</i>) 		
Implement administrative safety policies provided by Redwoods <ul style="list-style-type: none"> • Implement training and testing for all new drivers • Implement semi-annual update training for all van drivers • Restrict drivers to those who are thoroughly familiar with the handling and response of a 12/15 passenger van and who have received appropriate training • Maintain at branch and association office current list of these drivers (attached) • Keep and maintain records of vehicle inspection forms 		
Limit use of vans to local use only (<i>outsource or use minivans on all trips requiring highway usage until all vans can be replaced by minivans, buses or mini-buses</i>)		
Begin transition to buses or mini buses by replacing existing vans when necessary with buses (<i>by-vehicle timeline attached</i>)		
Eliminate use of 12/15 passenger vans for transportation		